

CITY OF ELIZABETH CITY PUBLIC PROPERTY NAMING POLICY

POLICY STATEMENT

The City Council of the City of Elizabeth City has the sole authority to designate the name of all public property and facilities. All City-owned property, buildings, facilities and land shall bear such names as the Elizabeth City Council shall approve pursuant to this policy.

CRITERIA FOR CONSIDERATION

1. The City Council will consider proposals for the naming of City property, a park, public open space, building or an area within a park, open space, or building to recognize a person, organization, historical event, geographic location or feature, or a plant or animal indigenous to the Elizabeth City area. Property to be given names shall be owned by the City of Elizabeth City government. Properties to be named include buildings, any areas in building, other physical facilities, collections of books, records or other printed or audio-visual materials, land or water areas.
2. The City Council will consider the naming of a public property for an individual or an organization only when the individual(s) or organization has made exceptional contributions to the City and/or the community at-large in the form of money, land, time, or overall service to the community.
3. City Council designation of the name of a park, public open space, building or an area within a park, public open space or building will only apply to that particular building or tract of land and the name cannot be transferred to another park, public open space, or building without being proposed under the formal process outlined in this policy.
4. The City Council cannot control the names of buildings or parcels of land that are sold and are no longer used to provide City services.
5. Official names for property belonging to the City shall only be changed by the City Council as it deems appropriate.
6. This policy does not apply to the naming of public streets, roads, alleys and other similar thoroughfares. The naming of streets shall conform to the Elizabeth City City Code.

PROCESS OF CONSIDERATION

The proposed naming of a public building, facility or land may be generated in the following manner:

7. City staff recommendation through an agenda request to the City Council in accordance with this policy. Staff's recommendation shall be made prior to the completion of any project to construct, renovate or develop a property. Consideration of the recommendation shall be made during a regularly scheduled public meeting.
8. Naming initiatives by individual City Council members shall be provided to the City Manager for preparation as an agenda request for consideration by the City Council.
9. The City Council accepts a donation of land, money, materials and/or services by an individual or organization where the donor has stipulated a naming will occur to recognize the contribution. In such situations the agreement is final and the name cannot be changed unless the City Council decides to return the land, money, materials or services to the individual or organization making the contribution or the individual or organization fails to deliver the agreed upon land, money, materials and/or services.
10. Requests from a City citizen or a group of City citizens who wish to recommend the naming of a park, building, public open space, or a particular area within a City facility to the Council shall be made in writing to the City Manager for consideration by the City Council.

GUIDELINES

11. Upon receipt of the staff report and recommendation during an open meeting, the City Council shall state its intent to consider the adoption of a resolution for the naming or renaming of the public building, facility or land at the next or some subsequent meeting as determined by the City Council; and call for a public hearing with proper public notice to hear comments on the proposal or application.
12. The City Council may determine the public building, facility or land is of significant public interest and may deem it appropriate to hold community meetings in targeted areas to solicit additional public input.
13. Upon approval of the resolution by the City Council, the public building, facility or land shall bear the name assigned to it from and after the date

- of the Council action or such subsequent dates as the Council may prescribe.
14. Current names for property belonging to the City shall remain the same unless changed by the City Council upon relocation or change in function of the property.
 15. Official names for property belonging to the City shall be based upon geographical, historical, ecological, functional, or other such factors as the City Council deems appropriate. If a geographical reference of locational value is derived from the name of a person, it may be used in naming City property.
 16. A public building/facility under construction/renovation or land purchased for park development or conservation/preservation will be given a "working title" that will only become the official name of the property when formally approved as such by the City Council.
 17. Exceptions to this policy of naming property belonging to the City may be made by the City Council, as it deems appropriate.
 18. This policy shall not be construed as the mechanism for selling the permanent naming rights to City structures, buildings, facilities or land.

Adopted by the City Council of the City of Elizabeth City on April 23, 2012.